



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO
ForO 11000.4A
G4
JUL 10 2006

FORCE ORDER 11000.4A

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: COMMERCIAL BILLETING OF SELECTED MARINE CORPS RESERVE
(SMCR) PERSONNEL PERFORMING MULTIPLE DRILLS AND BILLETING
OF SMCR AND ACTIVE DUTY PERSONNEL AT RESERVE CENTERS

Ref: (a) MCO P1001R.1J
(b) MCO P11000.22
(c) MOBCOMO 11000
(d) ForO P3060.3C
(e) CMFR RCO ltr 5000/RCO dtd 18 Apr 06

Encl: (1) Locator Sheet

1. Situation. To update information and guidance for commercial billeting of SMCR personnel performing multiple drills and to establish criteria and guidelines for billeting personnel within Reserve Centers in accordance with the references.


2. Cancellation. ForO 11000.4.

3. Mission. This revision contains changes and must be completely reviewed.

4. Execution. Recommendations concerning the contents of this Order are invited. Such recommendations will be forwarded to the Marine Forces Reserve Assistant Chief of Staff (MARFORRES AC/S) G-4 via the chain of command.

5. Administration and Logistics. This Order is applicable to the Marine Corps Reserve.

6. Command and Signal. Reviewed and approved this date.


R. E. BRAITHWAITE
Executive Director

DISTRIBUTION: D

LOCATOR SHEET

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Location:

(Indicate Location of Copies of this Order)

RECORD OF CHANGES

Log completed change actions as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change

ForO 11000.4A

CONTENTS

TITLE

COMMERCIAL BILLETING PROGRAM

Chapter 1

COMMERCIAL BILLETING OF SELECTED MARINE CORPS RESERVE
(SMCR) PERSONNEL PERFORMING MULTIPLE DRILLS AND BILLETING
OF SMCR AND ACTIVE DUTY PERSONNEL AT RESERVE CENTERS

CHAPTER 1

COMMERCIAL BILLETING PROGRAM

	<u>PROGRAM</u>	<u>PAGE</u>
GENERAL INFORMATION	1000	1-3
PREREQUISITES	1001	1-3
ACTIONS	1002	1-5
FUNDING	1003	1-7
FORMS	1004	1-7
BILLETING GUIDELINES	1005	1-8

FIGURES

1-1 Commercial Billeting Agreement	1-12
1-2 Billeting Signature Record (BSR)	1-13
1-3 Sample Pay Adjustment Authorization (DD Form 139)	1-14
1-4 Cash Collection Voucher (DD Form 1131)	1-15

COMMERCIAL BILLETING OF SELECTED MARINE CORPS RESERVE
(SMCR) PERSONNEL PERFORMING MULTIPLE DRILLS AND BILLETING
OF SMCR AND ACTIVE DUTY PERSONNEL AT RESERVE CENTERS

CHAPTER 1

COMMERCIAL BILLETING PROGRAM

1000. GENERAL INFORMATION

1. Title 10, U.S. Code, section 12604 is the statutory authority to lodge reservists traveling more than 50 miles to drill. To facilitate active drill participation, mobilization training, and to promote welfare and morale of Reserve personnel, reference (a) authorizes the Commander, Marine Forces Reserve (CMFR) to provide commercial billeting for Reserve officers and enlisted personnel traveling more than 50 miles to their regular or scheduled drill site.

2. Reserve Centers are not normally designed to include billeting spaces for Active Duty or SMCR staff and personnel. However, billeting of personnel in Reserve Centers may be required in unique circumstances.

3. Government quarters available at any military installation near the drill site will be utilized when adequate quarters, as defined in reference (b), are available. If adequate quarters are not available, commercial billeting will be used contingent upon the below listed prerequisites.

4. Billeting for Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA) Marines is governed by reference (c) with the exception of Peacetime-Wartime Support Teams (PWST) who, in accordance with reference (d), are billeted per the provisions outlined in this Order.

1001. PREREQUISITES

1. SMCR members must reside outside a 50 mile radius from the site at which authorized drills are performed. Should the SMCR members live less than 50 miles, as plotted on a map, but must drive in excess of 50 miles due to terrain or large bodies of water, billeting will be authorized. Each SMCR member who requires commercial billeting will sign a Commercial Billeting Agreement, (Figure 1-1), which will be maintained by the unit until commercial billeting is no longer required.

2. SMCR members must be performing multiple scheduled drills (minimum of two, four hour training periods, exclusive of meal hours) on the day following utilization of commercial billeting. If there is no drill on Friday and multiple drills are being

1001 COMMERCIAL BILLETING OF SELECTED MARINE CORPS RESERVE
(SMCR) PERSONNEL PERFORMING MULTIPLE DRILLS AND BILLETING
OF SMCR AND ACTIVE DUTY PERSONNEL AT RESERVE CENTERS

performed on Saturday, billeting may be provided Friday night. If, due to scheduling constraints, the Commanding Officer (CO) or Inspector-Instructor (I-I) needs to hold one drill period on a Friday evening, two on Saturday, and one on Sunday morning, then commercial billeting may be provided both Friday and Saturday nights.

3. Rooms provided will be on a double occupancy basis with same gender (officers separate from enlisted) for O-5's and below. Battalion/Squadron COs and Sergeant Major (SgtMaj), Company/Battery CO and First Sergeant (1stSgt) as well as O-6's and above who meet requirements for commercial billeting may be billeted on a single occupancy basis if funding permits. Single occupancy option does not apply for Detachment or Site Officer in Charge (OICs), Staff Non-Commissioned Officer in Charge (SNCOICs), Senior Enlisted Advisors and any individuals "Acting" as Battalion/Squadron CO and SgtMaj, Company/Battery CO and 1stSgt. An exception to the same gender occupancy requirement is authorized in the case where both husband and wife are members of the SMCR and are drilling on the same day.

4. On special occasions (Marine Corps Birthday Ball, unit picnics or outings, etc.) that occur in concert with a regularly scheduled drill weekend, a member of the SMCR may occupy a double room with his/her spouse who is not a member of the SMCR, provided the hotel/motel will accept a payment for one half the room cost from the non-SMCR member spouse and bill the unit for the SMCR member at the rate of one half the cost for a double room as specified in the lodging agreement between the unit and the hotel/motel. Failure of a vendor to provide split billing for the SMCR member and the non-SMCR spouse will not be used as justification to billet SMCR personnel at another hotel/motel where the split billing will be provided at a higher cost for the SMCR member as this would result in an additional cost to the Government for the convenience of an individual.

5. The commercial billeting program provides for overnight lodging only; it does not provide for meals, telephone calls, internet connectivity, pay per view services, or any other service provided by the hotel/motel.

6. Personnel will wear the seasonal service uniform or appropriate civilian attire at the commercial billeting site.

COMMERCIAL BILLETING OF SELECTED MARINE CORPS RESERVE 1002
(SMCR) PERSONNEL PERFORMING MULTIPLE DRILLS AND BILLETING
OF SMCR AND ACTIVE DUTY PERSONNEL AT RESERVE CENTERS

1002. ACTION

1. MARFORRES Staff Sections

a. Provide funds to Budget Execution Activity (BEA) based upon projected requirements as submitted by units in their annual budget to their respective Major Subordinate Commands (MSC).

b. Conduct periodic inspections of the operation of the Commercial Billeting Program at the SMCR unit level to ensure compliance with the provisions of this Order and to prevent instances of waste, fraud, or abuse (i.e., Marines on Annual Training (AT), Active Duty Special Work (ADSW), Marines making up unexcused drills, non-members, charges described in paragraph 1001.5 above, not complying with the double occupancy rule). CMFR inspections will be within the purview of the Logistics Enhancement Readiness Team (LERT) who will provide a SMCR Commercial Billeting Program checklist as part of the LERT inspection program.

2. COs/I-Is/Site Commanders

a. Identify any shortfalls in funding through their respective MSC's in accordance with annual guidance published by the MARFORRES, AC/S Comptroller.

b. Utilize a Board and Lodging Agreement (BLA) as the document to initiate the Commercial Billeting Program at the beginning of each fiscal year. These agreements shall be prepared per reference (e) and instructions contained in paragraph 1005 of this Order.

c. Utilize the MARFORRES Billeting Signature Record (BSR), figure (1-2) to document the individual usage of commercial lodging. Units may not delete information from the BSR, however, additional unit specific information may be introduced to provide for unit flexibility. A separate signature record shall be used each day and for each commercial lodging site utilized. The names of personnel authorized lodging will be typed on the MARFORRES BSR, prior to delivery of the form to the hotel/motel. Handwritten add-ons after delivery to the hotel/motel are acceptable.

d. Marines will utilize the BSR by signing in and checking out daily. The hotel/motel will be contacted prior to the end of the drill period to determine if any loss/damage has occurred or improper charges are listed on the invoices for the rooms provided to members of the SMCR. If problems are identified they should be resolved prior to the end of that drill period.

1002 COMMERCIAL BILLETING OF SELECTED MARINE CORPS RESERVE
(SMCR) PERSONNEL PERFORMING MULTIPLE DRILLS AND BILLETING
OF SMCR AND ACTIVE DUTY PERSONNEL AT RESERVE CENTERS

e. Take reimbursement action to collect from members who have been furnished government lodging without satisfying eligibility requirements, or for claims against the Marine Corps resulting from damage due to negligence or misconduct during hotel/motel occupancy. DD Form 139, Pay Adjustment Authorization, (Figure 1-3), shall be used for pay checkages of personnel to recover payments. Members may also elect to reimburse the government with a personal check if restitution is required utilizing DD Form 1131, Cash Collection Voucher, (Figure 1-4).

f. Retain MARFORRES BSR's, purchase request supporting documentation, audit reports, invoices, and copies of collection vouchers for six years and three months in accordance with reference (e).

g. Provide a written certification should inclement weather, illness, physical disqualification, or other events prevent the completion of required drills. When drills are terminated prior to completion for valid reason, no reimbursement action will be taken against any individual. Written certification of cancellation of drills must be retained on file with invoices and MARFORRES BSR's.

h. Take action to prevent any fraud, waste, or abuse in the operation of the Commercial Billeting Program. An Audit Board consisting of at least two members will be appointed for the purpose of auditing invoices and supporting documents for commercial lodging. Original appointment letters and revocations will be filed in the unit's five year file.

i. Audit Board will consist of officers or Staff Non-Commissioned Officers. An audit will be conducted monthly, immediately following a unit's scheduled multiple drill periods. The Audit Board will accomplish the following:

(1) Verify the names/signatures on the MARFORRES BSR's, (Figure 1-2), against drill attendance records.

(2) Verify written certification of cancellation of drill by the CO/I-I against the MARFORRES BSR's.

(3) Review invoices to ensure they properly reflect accommodations utilized. If invoices reflect more rooms than substantiated by signatures or unauthorized charges, a determination must be made regarding contractual obligation and/or appropriate "no show" documentation.

COMMERCIAL BILLETING OF SELECTED MARINE CORPS RESERVE 1004
(SMCR) PERSONNEL PERFORMING MULTIPLE DRILLS AND BILLETING
OF SMCR AND ACTIVE DUTY PERSONNEL AT RESERVE CENTERS.

(4) The CO/I-I, will be informed in writing of the results of the audit.

(5) The Audit Board report will be endorsed by the CO/I-I, to reflect actions taken as a result of the report and filed with the BLA call supporting documentation.

(6) Ensure that personnel are billeted in Reserve Centers only on those occasions authorized by this Order.

1003. FUNDING. The MARFORRES, AC/S Comptroller will publish budget guidance annually. This guidance will be the basis for entering budgetary requirements into the Memorandum Fiscal Service (MFS). The following is provided to support the commercial billeting of SMCR for on site drills:

1. Support For On Site Drills. Operations and Maintenance, Marine Corps Reserve (O&M, MCR), Appropriation 1107.

Major Area	Local Training and Training Support
Funding Function	1A5A
Object Class (OC)	250
Sub Object Class (SOC)	B8
Cost Account Code (CAC)	G3UI (Unit Level Training)

2. Support For Off Site Drills

a. Training Exercise Employment Plan (TEEP), Inactive Duty Training (IDT) cite Program Identification (PID) "2".

b. Administration (IDT) cite Program Identification (PID) "B".

3. Payment. Funds provided to support the Commercial Billeting Program will not be utilized for any other purpose. The Government Commercial Purchase Card (GCPC) will be utilized as the Method of Payment (MOP) for payment of certified invoices of BLA. Prior to payment, ensure that the invoices from the vendor reflect only charges to the Government for contracted lodging rates specified in the unit's BLA.

1004. FORMS. MARFORRES BSR's, may be maintained electronically and reproduced locally to meet unit requirements. Pay Adjustment Authorizations and Cash Collection Vouchers, may be sourced from electronic formats available via the internet or requisitioned through normal supply channels.

1005 COMMERCIAL BILLETING OF SELECTED MARINE CORPS RESERVE
(SMCR) PERSONNEL PERFORMING MULTIPLE DRILLS AND BILLETING
OF SMCR AND ACTIVE DUTY PERSONNEL AT RESERVE CENTERS

1005. BILLETING GUIDELINES

1. Procurement

a. The most effective method of implementing the Commercial Billeting Program is by means of a BLA. Accordingly, two or more BLA's should be initiated with lodging suppliers who are agreeable to provide the rooms necessary to support the Commercial Billeting Program and to ensure maximum practicable competition. A listing of all hotels/motels solicited to provide the rooms to support the Commercial Billeting Program with the prices quoted will be maintained and rotated among lodging suppliers. BLA's will be initiated with the hotels/motels that agree to provide the room required at the most economical price. Should a BLA not be initiated with hotels/motels with the lowest quoted room prices, the reasons for not selecting these lodging suppliers will be maintained on file.

b. The provisions and procedures for establishing BLA's are contained in reference (e). Vendors should be made aware that the BLA is not binding to either party.

c. A separate call log must be maintained for each BLA, with each call numbered consecutively. No single call may exceed \$2,500.00. If the cost for required rooms exceeds \$2,500.00, a purchase request must be submitted via PR Builder and approved by the MARFORRES Regional Contracting Officer (RCO) the Wednesday prior to the drill weekend.

d. When establishing BLA agreements with vendors, determine the latest time that estimated room requirements can be changed. The BLA should clearly outline these time requirements. Missing the determined time requirements may cause the Marine Corps to pay for unused rooms.

e. Accomplish the following to ensure that the utilization of billeting is properly documented:

(1) Provide listing of authorized personnel to the vendor.

(2) Coordinate check-in procedures to ensure receipt of sign-in lists for each day rooms are to be utilized.

(3) Prior to submitting invoices for payment, ensure that the invoices received from the vendor reflect prices agreed upon, and do not include charges for toll calls, room service, entertainment, etc.

COMMERCIAL BILLETING OF SELECTED MARINE CORPS RESERVE 1005
(SMCR) PERSONNEL PERFORMING MULTIPLE DRILLS AND BILLETING
OF SMCR AND ACTIVE DUTY PERSONNEL AT RESERVE CENTERS

f. For assistance in matters related to commercial billeting, contact the RCO at DSN 678-1668, Commercial (504) 678-1668. After working hours at (504) 638-7988.

2. SMCR Personnel Guidelines

a. Members of the SMCR who reside in excess of 50 miles of the Reserve Center may be billeted overnight in commercial hotels/motels. However, unusual circumstances may require the billeting of members of the SMCR in Reserve Centers.

b. Unusual circumstances are broadly defined as non-routine, case-by-case situations when overnight billeting in the Reserve Center may be required. The following conditions apply:

(1) As part of a 5-drill period weekend, in preparation for further field exercises.

(2) When participating in preliminary activities (i.e., CPX, loading activities, etc.).

(3) When overnight billeting in the Reserve Center is considered beneficial/supportive of the planning process.

(4) When overnight billeting is advantageous to the SMCR. (The ability to billet within the Reserve Center is not to be construed as a bar to the use of commercial billeting).

(5) May be authorized to all SMCR members regardless of the distance of their residence to the Reserve Center.

(6) When previously planned arrangements are cancelled or interrupted, (i.e., weather conditions, training ranges cancelled, etc).

c. To billet SMCR personnel in Reserve Centers, the following conditions must be met:

(1) Smoke detectors must be installed in the Reserve Center or a fire watch posted during sleeping hours.

(2) Billeting areas must be near exits with emergency lighting and doors must have panic hardware.

(3) Adequate toilet and shower facilities must be available.

COMMERCIAL BILLETING OF SELECTED MARINE CORPS RESERVE 1005
(SMCR) PERSONNEL PERFORMING MULTIPLE DRILLS AND BILLETING
OF SMCR AND ACTIVE DUTY PERSONNEL AT RESERVE CENTERS

(2) Determine if local law enforcement detention facilities are available and meet adequate standards for the detention of military personnel. The use of civilian detention facilities for billeting of personnel should be evaluated on a case-by-case basis as all stragglers do not require incarceration.

(3) Assign an Active Duty Non-Commissioned Officer to supervise the billeted individual.

c. Facilities. No structural modifications to a Reserve Center will be made for the purpose of providing billeting space for active duty personnel.

USAGE DATE: _____

(LNAME, FNAME, M.I.)	(RANK)	(LAST 4 SSN)	(TIME) (IN) (OUT)
(SIGNATURE)			

[illegible]

11000.4A. Billeting is provided under BLA # _____ CALL
#

Authorizing Official Name and Signature:

1-13 .

PAY ADJUSTMENT AUTHORIZATION

PAY ADJUSTMENT AUTHORIZATION				NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.			
MEMBER (Last name)		(First) (Middle)		SSAN	GRADE/RANK/RATE	BRANCH/OF SERVICE	DATE
PAY GRADE NO.	LAST PAY RECORD EXAMINED (if applicable)		AMOUNT	APPROPRIATION DATA			
FROM				NAME OF ACCOUNTANT/CD.			
				SYMBOL NO.		C.A.D. EXCEPTION CODE	
TO				YOU ARE HEREBY AUTHORIZED TO			
				<input type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			
EXPLANATION AND/OR REASON FOR ADJUSTMENT							
<p>The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.</p>							
FROM				CERTIFYING OFFICER (Name, rank/grade, and signature)			
C E R T I F I C A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)						
	TO				TYPED NAME AND GRADE OF D.O.		
					D.O. SYMBOL NO.		DATE
					SIGNATURE		

DD FORM 139, MAY 53 (EG)

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 60.
Designed andg Perbm #10, WHS/ODR, d11 94

Form approved by Comp. Gen., LIS.
Apr 23, 1953

Figure 1-3 - Sample Pay Adjustment Authorization (DD Form 139)

CASH COLLECTION VOUCHER

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
RECEIVING OFFICE	ACTIVITY (Date and location)			
	RECEIVED AND FORWARDED BY (Printed name, title and signature)			DATE
DISBURSING OFFICE	ACTIVITY (Date and location)			
	DISBURSING OFFICER (Printed name, title and signature)		DISBURSING STATION SYMBOL NUMBER	DATE
PERIOD: From _____ To _____				
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
TOTAL				

DD FORM 1131, APR 57 (EF)

PREVIOUS EDITION MAY BE USED.

Form approved by Comptroller General, U.S.
24 January 1950

Figure 1-4 - Cash Collection Voucher (DD Form 1131)